

State of Ohio
Board of Embalmers and Funeral Directors
77 South High Street, 16th Floor
Columbus, Ohio 43215-6108

Continuing Education Spring 2007

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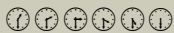
Licensee:

Current Compliance

* July 1, 2006
CE compliance
begins

January 1, 2007
two-year license
in effect

December 31, 2008
two-year license
expires &
CE compliance ends



Next Compliance

January 1, 2009
two-year license
in effect &
CE compliance
begins

December 31, 2010
two-year license
expires &
compliance ends

See Board's website for
dates of CE deadlines &
monthly meetings

Licensee - Reminder

To update the CE process, the Board extended the current compliance period 6 months to coincide with the biennial renewal period. The current CE compliance period began July 1, 2006 and ends December 31, 2008.

When licensees receive renewal applications for calendar years 2007-2008, they will sign their signature on the renewal application to certify completion of the required 18 hours of CE credit.

Misrepresentation on the renewal application will result in disciplinary action in accordance with Sec. 4717.04(A)(9) RC

Effective immediately, licensees must retain proof of their own CE hours for a minimum of 4 years or until licensees submit such as proof during a random audit.

During the renewal process, the Board will audit randomly-selected licensees and request proof that the licensee attended 18 hours of approved credit.

The selected licensees will send copies of certificates of completion to the Board office for auditing.

If a licensee is selected for an audit, but fails to comply with the audit, the Board will commence with disciplinary action.

CE hours will not be posted on individual licensee files.

Do not send proof to Board office. You will be notified individually if you are selected for an audit, and then you will send proof of attendance.

Lists of approved CE programs are available on the Board's website, along with forms/applications you may download and submit to the Board office by mail.

You may download applications for a waiver, an exemption or a 50-year exemption from the Board's website.

Remember - **Effective immediately**, licensees must retain proof of their own CE hours for a minimum of 4 years or until licensees submit such as proof during a random audit.

Sponsor - Reminder

Sponsors will continue to submit a CE#2, application for approval of CE activity, to the Board. Each CE activity must be approved before the date of the activity. See Board's website for deadlines to submit CE#2 for consideration at the Board's monthly meetings.

Sponsors and individuals may download the CE#2, application for approval of CE

activity, and instructions from the Board's website.

On the CE#2, sponsors must state the date, subjects offered, total hours, names and qualifications of speakers, and **a sample of the sponsor's "certificate of completion."**

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www.funeral.ohio.gov

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Discover license verification on the Board's website. This new feature allows consumers and licensees to "lookup" embalmers, funeral directors, DUAL licensees, crematory and embalming facilities and funeral homes.

Sponsor (continued)

Effective January 1, 2007, sponsors will retain attendance records for all of their CE programs approved by the Board. These attendance records must be made available to the Board upon request

A "certificate of completion" must be awarded to licensees upon the successful completion of approved CE courses and must include the following information:

sponsor's name
licensee's name and license no.
title of approved course
date of course completion
course location
number of CE hours completed
signature of sponsor

All CE programs approved after July 1, 2006 will be extended to December 31, 2008.

Sponsors may offer approved programs throughout the compliance period if the sponsor submits a new CE#2 before the date of the program with new date and location along with a copy of the original approval letter.

It is imperative that sponsors submit the CE#2 by the deadline listed on the Board's website.

If you have questions, please contact the Board office.

New Licensees

* Did you receive your first license after July 1, 2006, but before January 1, 2007?

Your first CE compliance period began January 1, 2007, and ends December 31, 2008.

Administrative Rule 4717-1-23 states that each person licensed to practice as an embalmer or funeral director in this state shall attend a minimum of eighteen hours of continuing education programs approved by the Board for the two year compliance period in which the rules are adopted and every two years thereafter.

Did you receive your first license after January 1, 2007?

Your first CE Compliance Period begins January 1, 2009, and ends December 31, 2010.

While you may attend CE activities before January 1, 2009, you will not receive CE credit.

All licensees must earn 18 hours of approved credit within a compliance period.

All licensees must retain proof of attendance, a "Certificate of Completion."

All licensees are subject to an audit, in which the Board will request proof of attendance.

Compliance shall be required on or before the end of each two-year period following December 31, 2006.

The two-year compliance period shall commence on January first of the next two-year compliance period following receipt of the applicant's initial license.

Compliance with the requirements of continuing education is a prerequisite for license renewal.

Form CE#2, application for approval of a continuing education activity, is available on the Board's website, along with instructions and samples